

4	Census (Teacher Information)		
KDE Contact (Data Steward)	Cathy White	Updated	8/19/2013
Description	This standard reflects the information required to correctly enter a teacher into the Census data in the SIS.		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none"> LEAD Reporting (KRS 161.1221; 16 KAR 1:050) www.epsb.ky.gov/certification/LEAD.asp 		
How is data used	<ul style="list-style-type: none"> LEAD Reporting HQ Reporting Teacher of Record/PGES Data Sharing between systems – CIITS & P20 		
Noted Changes for current year	None		
Available Ad-Hoc & Reports			
Available Training	LEAD Training provided by EPSB Infinite Campus https://community.infinitecampus.com/kb/display/DOC/Staff+History		
4A	New Staff		
Campus Path:	Census Staff Locator		

Staff Locator should always be used when adding a new staff member

Staff Locator

Staff Search

Search for a staff already tracked in Campus using the fields provided, required fields are in red . Select a staff from the list or click on Create New Staff

SSN #

-

-

Search -->

Name

Staff State ID

Gender

Birth Date

%

Create New District Staff -->

If staffmember does not exist, 'Create new District Staff'

New Person

Person Creation

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

Person Information

*Last Name	*First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	Birth Date	Soc Sec Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Race/Ethnicity

Is the individual Hispanic/Latino?

Is the individual from one or more of the these races?
(check all that apply)

- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

State Race Ethnicity

Race/Ethnicity Determination

4B

Teacher Demographics

Campus Path:

Census | People | Demographics

Person Information

PersonID	3211		
*Last Name	*First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	*Birth Date (Age: 17)	Soc Sec Number	
Male	<input type="text"/>	<input type="text"/>	

Race/Ethnicity (Edit)

State Race/Ethnicity: 6:White
Federal Designation: 6:White
Race(s): White
Hispanic/Latino: N:No
Race/Ethnicity Determination: 01:Parent Identified

Birth Country

Date Entered US

Date Entered US School

Birth Certificate

Original Entry in KY

Nickname

Comments

Person Identifiers

Local Student Number	<input type="text"/>	<input type="checkbox"/> Generate Number
Student State ID	<input type="text"/>	
Local Staff Number	93456	
Staff State ID	<input type="text"/>	
Person GUID	294B9DB9-4905-4437-A33A-29F8A96629A8	

Last Name: The last name given to a person as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

First Name: The first name given to a person as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

Middle Name: The middle name given to a person as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

Gender: Select the gender of the person, Male or Female

Birth Date: Enter the birth date of the person

Soc Sec Number: This field should contain the official number given by the Social Security Administration for this person (Required for staff linked to courses/sections)

Race/Ethnicity: Select the appropriate answer for the question, 'Is the individual Hispanic/Latino?' If the answer is No, at least one of the following race codes must be selected:

- American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Local Staff Number: This field should contain only numeric values. No letter values are permitted.

4C

Teacher Addresses

Campus Path: Census | Add Addresses

Address Information						
P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	1234		Anywhere	Street		
City	State	Zip	County	Location Code		
Hometown	KY	41234				
Latitude	Longitude	Tract	Block			
Comments						
District						

P.O. Box: Check if address is post office box. NO PUNCTUATION, USE UPPER AND LOWER CASE. View the guidelines for address standardization at <https://www.usps.com/welcome.htm>

Number: Physical number of residence or Post Office Box number

Prefix: Direction of address, if applicable (N, S, E, W, NE, SE, etc.)

Street: Name of street

Tag: Street Type (Ave, Dr, Ct, Ln, etc.)

Direction: If applicable (N, S, E, W, NE, SE, etc.)

Apt: Number of apartment

City: City of mailing address of student's residence

State: State of mailing address of staff member's residence.
Use the official USPS abbreviation (i.e., KY=Kentucky, TN=Tennessee)

Zip Code: Zip Code of mailing address of staff member's residence - 5-digit code required;
4-digit extended zip code optional

Campus Path: Census | People | District Assignments

District Assignments | School Choice | Credentials | Overrides

Save X Delete New

Employment Assignment Information

*School: z(A) BOONE ELEMENTARY

*Start Date: 07/01/2007

Type: 04:Support

Alternate Type:

Reading First:

PD Class:

PD Class Offered By:

PD Class Applied Hours:

Department:

Title:

Assignment Code:

FTE of Assignment:

Highly Qualified:

PD Year:

PD Class Type:

PD Class Credit:

Teacher: ☐ Special Ed: ☐ Program: ☐ Behavior Admin: ☐ Health: ☐

Advisor: ☐ Supervisor: ☐ Counselor: ☐ Foodservice: ☐ Exclude Behavior Referral: ☐ Self Service Approver: ☐

Supervisors:

Type: Select the appropriate employee Type as Teacher, Administrator, Counselor, Librarian or Speech Therapist. Choose Support or other for all classified staff.

Alternate Type: If you choose 'Other' from the Employee Type dropdown; this data element is activated to specify the Other Employee Type.

CIITS Roles and Permissions

<http://education.ky.gov/districts/tech/ciits/Pages/CIITS-Login-Support.aspx>

Campus Path:	Census People District Employment
<div> <div>District Employment</div> <div> <div>Employment Information</div> <div> <div> <div>*Start Date</div> <div></div> </div> <div> <div>End Date</div> <div></div> </div> <div> <div>Teaching Start Year</div> <div></div> </div> <div> <div>Teaching Years Modifier</div> <div></div> </div> <div> <div>License Number</div> <div></div> </div> <div> <div>FTE Percent</div> <div>0</div> </div> <div> <div>Seniority</div> <div></div> </div> <div> <div>Education</div> <div></div> </div> </div> </div> </div>	
<p>Start Date: All staff must have a valid start date.</p> <p>Note: Non district employees tied to course sections must also have a start date</p>	

4F	Credentials Tab
Campus Path:	Census People Credentials
<div> <div>Licensure/Certification Employment Credential Information</div> <div> <div> <div>*Start Date</div> <div>07/01/2010</div> </div> <div> <div>End Date</div> <div></div> </div> <div> <div><input type="checkbox"/> Fully Certified</div> </div> <div> <div>LEP Credential</div> <div></div> </div> <div> <div>SPED Related Services Credential</div> <div></div> </div> <div> <div>License Number</div> <div>199902875</div> </div> <div> <div>License / Certification Type</div> <div></div> </div> </div> </div>	
<p>License Number: All certified staff must have their EPSB ID Number in this field. HR personnel can find this number on the EPSB website in the secure Kentucky Educator Certification Inquiry lookup on www.epsb.ky.gov.</p>	